

OTE 85-1617

19 DEC 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: [REDACTED]
Director of Training and Education

SUBJECT: Agency Video Producers Meeting

1. This memorandum summarizes the actions taken by the newly established Agency Video Producers Group.

2. Background

Following the Inspector General's Report on "Television and CIA," the Office of Training and Education (OTE) set up a series of meetings with personnel who are responsible for producing video within the Agency. Two meetings have been held. The first was an organizing meeting and resulted in the establishment of the Agency Video Producers Group.

3. Actions

The second meeting [REDACTED] resulted in several specific actions which should serve to improve the quality of video production. Attached is a list of those who attended the second session.

- o In order to improve the selection and developmental process, the Video Producers identified the essential competencies for personnel working in the television production field.
- o The participants identified the kinds of training programs existing within the Agency and available outside which should be used to develop the identified competencies.
- o Two training workshops will be implemented immediately. The first, entitled "Basic Editing," will focus on the skills needed to effectively edit videotapes. It is scheduled to run the second week of January. The second, entitled "Technical Diagnostic Testing," will be conducted by the DI Television Center and will be offered during the second week of February.

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SUBJECT: Agency Video Producers Meeting

- o The participants established an information clearing house which will be responsible for receipt and distribution of video training information. A classified pamphlet will be produced which will identify the services offered by the various production units within the Agency.
- o A television talent casting book has been compiled by OTE's Media Production Branch. The book contains photos and biographic information on 145 potential Agency actors. Each book is accompanied by a videotape audition sample. The book is available to all television production centers in the Agency.

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Attachment

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